

Layatmika Patnaik

Hard working and Organized candidate with positive attitude, seeking to secure a responsible career opportunity to fully utilize my skills, training and business studies background to the maximum

layatmika19@gmail.com

+917008319075

[linkedin.com/in/layatmika-patnaik-318371255](https://www.linkedin.com/in/layatmika-patnaik-318371255)

EDUCATION

Gandhi Institute of Engineering and Technology , Gunupur — MBA

July 2022 - June 2024

- CGPA - 7.23
- Human Resource and Marketing Specialization

Vikram Deb Autonomous college, Jeypore — B.com

July 2018- July 2021

- CGPA - 7.63
- Honors -Commerce, Accounting

Vikram Deb Autonomous college, Jeypore — 12th

July 2016 - March 2018

- Percentage - 47%
- CHSE Board
- Commerce

Modern English School, Jeypore — 10th

April 2016

- CGPA - 9.6

EXPERIENCE

Ethen Consulting and Technology, Hyderabad — HR Recruiter

February 2024 - May 2024

- Handling end to end recruitment process
- Briefly understanding the requirements received from clients
- Scheduling candidates for interview with the panel once the profile gets shortlisted
- Collects feedback from the interviewers and informing the candidates on the same
- Follow up with the candidates till they join in company after

SKILLS

- Communication skills
- Recruiting
- Bulk Hiring
- Resume screening
- Sourcing
- Candidate evaluating
- Relationship building

CERTIFICATES

- NPTEL Business certificate
- PGDCA
- Naukri Maestro

LANGUAGES

- English
- Hindi
- Telugu
- Odia

selection in interview

- Asses candidate information through CVs and references
- Sourcing Applicants through online channels, such as Naukri, Monster, and other professional networks.

Level Innovations Pvt Ltd, Hyderabad — *Sales intern*

December 2023 - January 2024

- Lead conversion
- Client acquisition
- Negotiation
- Customer relation

Fluentgrid, Visakhapatnam — *HR intern*

July 2023 - September 2023

- Scheduling candidates for interview with the panel once the profile gets shortlisted
- Collects feedback from the interviewers and informing the candidates on the same
- Follow up with the candidates till they join in company after selection in interview
- Asses candidate information through CVs and references